

CHAPTER 5

STANDARDIZATION APPROVAL PROCESS

A. PURPOSE

This Chapter describes the procedures to be used when generic elements or data elements are being considered for adoption as approved standards. The approval process for data elements and generic elements is identical. Prime words and class words have a corresponding process. All references to “data element” in this chapter pertain equally to generic elements and data elements except where noted separately.

B. COORDINATION PROCEDURES

1. Any DoD information system user or developer within the DoD may propose a data element for standardization and submit it through Component or functional channels for approval.

a. Data elements originated in support of the functional area of logistics will be processed, in accordance with the procedures established by the logistics FAd. These procedures must conform to the policies and procedures of DoD Directive 8320.1. The logistics FAd may require their respective functional users or system developers to submit development data elements into a functional data dictionary, a functional partition of the DDRS, or require that they be submitted to the Logistics FAd in a prescribed electronic or nonelectronic format.

b. Developmental data elements originated in support of a DoD Component requirement will be processed within the Component in accordance with the procedures established by the CAd. These procedures must conform to the policies and procedures of DoD Directive 8320.1. The CAd may permit their Component users or system developers to enter developmental data elements into a Component data dictionary, a Component partition of the DDRS, or require that they be submitted in a prescribed electronic or nonelectronic format.

2. The CAd will review developmental data elements proposed at the DoD

Component level to ensure compliance with the rules and procedures described in Chapters 3 and 4, above, before submitting the data element as a candidate standard. The Component's functional representatives are encouraged to discuss the data element with their DoD functional counterparts before submitting the data element to the CDAd and during Component review.

3. The Logistics FAd will review the developmental data elements proposed at the OSD functional level to ensure compliance with the rules and procedures described in Chapters 3 and 4 before submitting the data element as a candidate standard. The FAd will discuss the data element with functional counterparts in the Components before submitting the data element as a candidate standard data element.

C. PRELIMINARY REVIEW

Developmental logistics data elements will be reviewed in accordance with Component and/or functional procedures for adherence to technical and functional requirements before being forwarded to the Logistics FAd for submission as candidate or modified standard data elements. Logistics FAd will validate and submit each developmental data element through the following process:

1. Review developmental data elements for adherence to the following technical and functional requirements:

a. The data element requirement must be derived from a data model approved by ADUSD(L)(LBS&TD) that can be mapped to the DoD data model.

b. The definition of the data element must fully describe the data requirement and convey only one concept, as outlined in Chapter 3 above.

c. The data element name must conform to the data element naming guidelines described in Chapter 3, above.

d. The mandatory metadata attributes of the data element must be fully described.

e. The generic element associated with the data element must be contained in the DDRS in an approved, candidate, or modified status before the data element can be submitted as a candidate or modified standard data element; or a candidate or modified generic element must be developed and submitted at the same time as the data element.

2. Review developmental generic elements for adherence to the following technical and functional requirements:

a. The generic element is required in a developmental data element because no existing standard generic element is sufficient.

b. The definition of the generic element must describe the kind of data stored in all associated data elements.

c. The generic element name must conform to the data element naming guidelines described in Chapter 3.

d. The mandatory metadata attributes of the generic element must be fully described.

3. Return to the originator any data element that does not meet the criteria in Chapter 4, with the reason(s) for the rejection.

4. For data elements that meet the criteria in Chapter 4:

a. Confirm that a suitable data element does not already exist by reviewing all standard data elements in the DDRS that have the same or similar names or descriptions. (This includes archived standard data elements.)

b. If the attributes of the data element are identical or similar to a standard data element in the DDRS, return the developmental or modified data element to the originator for further review of the existing standard data element(s).

(1) The developmental data element originator should review the existing standard data element(s) to determine if a new data element is required. If the existing standard data element is suitable, the originator may either use the existing standard data element, as defined, or propose a modification to the existing standard data element or an existing standard generic element.

(2) If an existing standard data element is to be used as defined, the developer/user must identify the additional system(s) that will use the standard data element and request that the Logistics FAd register the application(s) that use the standard data element in the DDRS.

5. Enter the validated developmental data element(s) into the DDRS as candidate or modified standard data elements to begin the approval process. The logistics FAd designated as the data steward of each of the candidate standard data elements and the DoD DAd automatically will be notified that new candidate or modified standard elements are awaiting their review.

D. FORMAL REVIEW

The DoD DAd and the Logistics FAd must approve or disapprove the data element within 30 working days of notification that the candidate data element has been submitted for review. Requests for time waivers must be sent electronically to the DoD DAd with reason why more time is required. The DoD DAd and the designated FAd (data steward) will conduct concurrent reviews of candidate standard elements as described, in subsections D.1. and D.2., below. The DoD DAd will allow a minimum of 20 working days before approving a data element to permit the Logistics FAd time to review and comment on the data element.

1. Technical Review

a. The DoD DAd reviews the candidate or modified standard data element within 30 working days and determine if the candidate standard element conforms to DoD Data Administration policy and does not conflict with existing standard data elements.

b. The DoD DAd will review the data element metadata attributes for completeness and conformance with current DDRS technical requirements as specified in the DDRS End User Manual.

c. The DoD DAd will validate the data element by confirming conformance to the DoD data model.

d. Recommendation for technical approval will be annotated in comments on the data element in the DDRS.

e. Recommendation for technical rejection and supporting reasons will be annotated in comments on the data element in the DDRS for resolution by the designated data steward.

2. Functional Review

a. The Logistics FAd reviews the candidate or modified standard data element within 20 working days for consistency within the functional area and for conformance with cross-functional integration requirements. The FAd validates the data element metadata attributes to ensure that the data element is functionally accurate and complete. If the FAd believes that some other FAd should be the data steward, that change will be made and a comment explaining the rationale will be provided. The 20 working day review period begins again any time the data steward is changed.

b. The Logistics FAd will coordinate with appropriate FAds and CAdS to ensure that the data element will meet all functional and Component data requirements. The FAd will coordinate efforts to resolve any technical deficiencies. The FAd must review their functional area data model and assess the potential configuration changes. If another FAd believes that the data steward designation was incorrectly made, an electronic comment should be immediately generated to the Logistics FAd and the DoD DAd for resolution.

c. The Logistics FAd must coordinate modified standard data elements with the other FAds and functional counterparts within the Components that will be affected by the change to the existing data element. Users of the existing standard data element are indicated by the information systems registered in the DDRS as application of the standard data element.

d. The Logistics FAd does not obtain concurrence from all respondents, the FAd may still elect to approve the data element. All nonconcurrence, however, must be noted in the DDRS for review by the DoD DAd. The issue may be brought to the attention of the DoD DAd for resolution or elevated to a higher level for resolution as discussed in paragraph D.3.a., below.

e. If the Logistics FAd determines that the data element is not consistent with, or conflicts with, existing standard or modified data elements within the functional area, the FAd notifies the DoD DAd by annotating the reasons for rejection in the DDRS.

f. If no conflicts exist, the Logistics FAd recommends approval of the data element and notifies the DoD DAd by annotating the approval in comments on the data element in the DDRS.

3. DoD DAd Evaluation and Final Approval

a. The DoD DAd evaluates the recommendations from the technical and ,

functional reviews and obtains consensus on a final recommendation within 10 working days after completion of the technical and functional reviews.

(1) If the technical and functional review recommendations are not the same, the DoD DAd will coordinate with the FDAd to resolve the conflict.

(2) If the conflict cannot be resolved by the DoD DAd, the DoD DAd will forward the issue, together with respective recommendations, to the Directorate of Defense Information (DDI), DISA, for resolution.

(3) If the conflict cannot be resolved by the DDI it will be forwarded to the DoD Senior Information Resource Management (IRM), DISA, official for final resolution,

b. When the final recommendation is for approval, the status of the data element is changed to approved.

c. When the final recommendation is for disapproval, the status of the data element is changed to disapproved and the Logistics FDAd that submitted the data element is automatically notified of the disapproval. After notification of disapproval, the submitting FDAd may either delete the data element from the DDRS or make appropriate changes and resubmit the data element.